



GREENING OF RIDDELL

Work health and safety guidance note:

Contractor Management

Examples of contractors

- Excavator contractor
- Bobcat operator moving dirt/mulch on a re vegetation site
- Chemical application
- Brushcutting
- Chainsaw use

Responsibilities

All parties have a duty to provide a safe workplace. While the contractor has a responsibility to manage safety for its workers, GoR must undertake some due diligence to ensure adequate measures are in place to manage risk.

Discussions should therefore include:

- What, how, when, where each party will be working.
- What tools and equipment will be used and whether any hazardous substances are involved.
- Who from each party has control over the worksite – e.g. GoR Committee member.
- Are there new risks introduced from the interaction of groups/contractors.
- How hazards and risks onsite will be controlled.
- What communication is required.

Can the contractor manage the work safely?

When engaging a contractor it needs to be confirmed that:

- They are appropriately qualified and experienced for the task.
- They have current public liability insurance.
- They have in place a safe system of work and have a current risk assessment or Job Safety Analysis in place that adequately manages risk
- Information is provided to the contractor on known onsite hazards that should be considered as part of their work
- An emergency response plan (at a minimum first aid and communication) is in place including a system of reporting to make GoR aware immediately of any onsite incident or accident.

If a prospective contractor is unable to satisfy the above basic requirements, they should not be engaged for the task and an alternative provider sought.

Approved by: Heather McNaught President, Lyn Hovey Secretary and GoR Committee

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